

**INTER-UNIVERSITY  
ASSOCIATION  
OF  
INDIAN UNIVERSITIES**

**Memorandum of Association  
&  
Rules and Regulations**

*Registered under the Societies Registration Act XXI 1860  
(Punjab Amendment) Act 1957 as extended to the Union Territory of Delhi*

दिल्ली में लागू संस्था पंजीकरण अधिनियम सन् 1860 (पंजाब संशोधन)  
अधिनियम, 1957 के अधीन पंजीयन का

### प्रमाण-पत्र

संख्या स० 3458

सन् 1967-1968

प्रमाणित करता हूँ कि इन्टर यूनिवर्सिटी बोर्ड आफ इण्डिया एण्ड सीलोन का धारा 12 व 13 के अर्न्तगत परिवर्तित न म एसोसिएशन आफ इण्डियन यूनिवर्सिटीज़ को दिल्ली राज्य संघ में लागू संस्था पंजीकरण अधिनियम सन् 1860 (पंजाब संशोधन) अधिनियम, 1957 के अधीन आज की तारीख में पंजीकृत कर लिया गया है।

यह मेरे हस्ताक्षर के अधीन आज दिनांक 15 नवम्बर सन् 1973 को दिल्ली से जारी किया गया।

50/- रुपये का भुगतान पाया गया।

हस्ताक्षर  
रजिस्ट्रार आफ सोसाईटीज़,  
दिल्ली प्रशासन,  
दिल्ली।

# Association of Indian Universities

In the matter of Act XXI of 1860 being an Act for the Registration of Literary, Scientific, and Charitable Societies

and

In the matter of "ASSOCIATION OF INDIAN UNIVERSITIES"

## MEMORANDUM OF ASSOCIATION

### 1. NAME

The name of the Society is "Association of Indian Universities", hereinafter referred to as the "Association".

### 2. REGISTERED OFFICE

The registered office of the Association shall be at such place in the Union Territory of Delhi as may be decided by the Association from time to time.

### 3. OBJECTS

The objects for which the Association is established are :

- i) to serve as an Inter-University organization;
- ii) to act as a bureau of information and to facilitate communication, co-ordination and mutual consultation amongst universities;
- iii) to act as a liaison between the universities and the Government (Central as well as the State Governments) and to cooperate with other universities or bodies (national or international) in matters of common interest;
- iv) to act as the representative of universities of India;
- v) to promote or to undertake such programmes as would help to improve standards of instruction, examination, research, text-books, scholarly publications, library organization and such other programmes as may contribute to the growth and propagation of knowledge;
- vi) to help universities to maintain their autonomous character;
- vii) to facilitate exchange of members of the teaching and research staff;
- viii) to appoint or recommend where necessary a common representative of the Association at any Conference national or international on higher education;

- ix) to assist universities in obtaining recognition for their degrees, diplomas and examinations from other universities, Indian as well as foreign;
- x) to undertake, organise and facilitate conferences, seminars, workshops, lectures and research in higher learning;
- xi) to establish and maintain a sports organization for promoting sports among Member-Universities;
- xii) to establish and maintain organisations dealing with youth welfare, student services, cultural programmes, adult education and such other activities as are conducive to the betterment and welfare of students or teachers and others connected with universities;
- xiii) to act as a service agency to universities in whatever manner it may be required or prescribed;
- xiv) to undertake, facilitate and provide for the publication of newsletters, research papers, books and journals;
- xv) to invest and deal with funds and monies of the Association and to vary, alter, or to transpose such investments from time to time;
- xvi) to purchase or otherwise acquire or lease or hire in the Union Territory of Delhi or outside, temporarily or permanently, any movable or immovable property necessary or convenient for the furtherance of the objects of the Association;
- xvii) to sell, mortgage, lease, exchange and otherwise transfer or dispose of or deal with all or any property, movable or immovable, of the Association for the furtherance of the objects of the Association;
- xviii) to construct, maintain, alter, improve or develop any buildings or works necessary or convenient for the purposes of the Association;
- xix) to demand and receive payment of such fees and other charges as may be authorised by the bye-laws;
- xx) to create administrative, ministerial and other necessary posts and to make appointments thereto;
- xxi) to establish a Provident Fund for the benefit of the employees of the Association;
- xxii) to do, or get done, all such other acts and things, as are conducive or incidental to the attainment of the objects of the Association;

#### 4. NAMES AND ADDRESSES OF MEMBERS OF THE STANDING COMMITTEE

The names, addresses, occupations and designations of the present members of the Standing Committee (which is the Executive Committee of the Association) to whom the management of the affairs of the Association is entrusted as required under Section 2 of the Societies' Registration Act, 1860 (Act XXI of 1860) are as follows :

Sl. No.	Name	Designation	Occupation and Address
1.	Dr. D.S. Reddi	<i>Vice-Chancellor</i>	Vice-Chancellor, Osmania University, Vice-Chancellor's Lodge, Hyderabad-7.
2.	Dr. A.L. Mudaliar	<i>Vice-Chancellor</i>	Vice-Chancellor, Madras University, "Kensington" 464, Poonamalle High Road Kilpauk, Madras-10.
3.	Shri D.C. Pavate	<i>Vice-Chancellor</i>	Vice-Chancellor, Karnatak University, Vice-Chancellor's Lodge, University Campus, Dharwar.
4.	Prof. T.M. Advani	<i>Vice-Chancellor</i>	Vice-Chancellor, University of Jammu & Kashmir, Near University, Campus, Amarsingh Bagh Hazratbal, Srinagar-6.
5.	Shri, S.K. Bose	<i>Director</i>	Director, Indian Institute of Technology, Director's Bungalow, Powai, Bombay.
6.	Dr. Shri Ranjan	<i>Vice-Chancellor</i>	Vice-Chancellor, Agra University, Vice-Chancellor's Residence, University Campus, (Paliwal Park), Agra.
7.	Nawab Ali Yavar Jung	<i>Vice-Chancellor</i>	Vice-Chancellor, Aligarh Muslim University, Vice-Chancellor's Lodge, 11, University Road, Aligarh.

8.	Prof. D. Sengupto	Director	Director, Indian Institute of Technology, Director's Bungalow, Delhi Avenue, Madras-36.
9.	Dr. A.G. Pawar	Vice-Chancellor	Vice-Chancellor, Shivaji University, Shivaji University Campus, Kolhapur-4.
10.	Shri P.N. Thapar	Vice-Chancellor	Vice-Chancellor, Punjab Agricultural University, House No. 33, Sector-5, Chandigarh.
11.	Prof. Samuel Mathai	Vice-Chancellor	Vice-Chancellor, University of Kerala, Vice-Chancellor's House, c/o The University of Kerala, Trivandrum Kerala State.
12.	Dr. S.S. Bhandarkar	Vice-Chancellor	Vice-Chancellor, Jiwaji University, Chhoti Vishrant, Jai Vilas, Palace Compound, Gwalior-2.
13.	Dr. M.N. Goswami	Vice-Chancellor	Vice-Chancellor, Gauhati University, Vice-Chancellor's Residence, Qr. No. 30, University Campus, Gauhati-14.
14.	Dr. K.K. Datta	Vice-Chancellor	Vice-Chancellor, Patna University, Vice-Chancellor's House, 1, Farazar Road, Patna-1.
15.	Prof. M.V. Mathur	Vice-Chancellor	Vice-Chancellor, University of Rajasthan, Vice-Chancellor's Lodge, University Campus, Jaipur.
16.	Dr. V.B. Kolte	Vice-Chancellor	Vice-Chancellor, Bungalow No. 39/II, Golf Links, Civil Lines, Nagpur-1.
17.	Justice P. Chandra Reddy	Vice-Chancellor	Vice-Chancellor, Annamalai University, Vice-Chancellor's Lodge, Annamalainagar P.O.

A copy of the Rules of the Association, certified to be a correct copy by four members of the Standing Committee, is filed with the Registrar of Societies, Delhi, alongwith the Memorandum of Association.

5. We, the seven persons, whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set out seven respective hands hereunder and form ourselves into a Society under Act XXI of 1860, this 29th day of September 1967, at New Delhi.

S. No.	Names, Addresses, and Occupations of Members	Signatures of Members
1.	Dr. D.S. Reddi, Vice-Chancellor, Osmania University, Vice-Chancellor's Lodge, Hyderabad-7.	Signed
2.	Dr. A.L. Mudaliar, Vice-Chancellor, University of Madras, "Kensington", 454, Poonamalle High Road, Kilpauk, Madras-10.	—do—
3.	Professor B. Sengupto, Director, Indian Institute of Technology, Madras, Director's Bungalow, Delhi Avenue, Madras-36.	—do—
4.	Brigadier S K. Bose, Director, Indian Institute of Technology, Bombay, Director's Bungalow, Powai, Bombay.	—do—
5.	Dr. V.B. Kolte, Vice-Chancellor, Nagpur University, Bungalow No. 38/II, Golf Links, Civil Lines, Nagpur-1.	—do—
6.	Nawab Ali Yavar Jung, Vice-Chancellor, Aligarh Muslim University, Vice-Chancellor's Lodge, 11, University Road, Aligarh.	—do—
7.	Professor M.V. Mathur, Vice-Chancellor, University of Rajasthan, Vice-Chancellor's Lodge, University Campus, Jaipur.	—do—

Witness :

Shri Triyogi Narain,  
Under-Secretary,  
Ministry of Education,  
Government of India,  
NEW DELHI.

**Rules & Regulations**  
**of**  
**ASSOCIATION OF INDIAN UNIVERSITIES**

**1. INTERPRETATION**

In these Rules, unless the context otherwise requires :—

- a) "The Association" means the Association of Indian Universities.
- b) "The Standing Committee" means the Standing Committee of the Association.
- c) "The President" means the President of the Association.
- d) "The Vice-President" means the Vice-President of the Association.
- e) "Member" means a member of the Association.
- f) "Secretary" means the Secretary of the Association.
- g) "Prescribed" means prescribed by bye-laws framed by the Standing Committee and/or by the Association.

**2. MEMBERSHIP**

- a) Any university, institution deemed to be a university and institution of national importance (hereinafter referred to as 'University') shall be eligible to apply for membership of this Association as per the procedures and conditions laid down below.
- b) In the first instance membership shall be provisional which may be converted into regular membership following the procedure laid down hereunder :
  - i) Any university may apply and become a member of the Association on a provisional basis for a period of three years in the first instance. The applications shall be considered by the Standing Committee.
  - ii) On the receipt of the application the Standing Committee shall process the case through a visiting committee specially appointed for the purpose. The visiting committee may recommend conditions on the fulfilment of which within a stated period of time the university may qualify for regular membership.
  - iii) The membership fee for a provisional member shall be the same as prescribed for a regular member.
  - iv) The provisional member shall have the right to attend meetings of the Association and participate in discussions. A provisional member may serve as a member of the Standing Committee and other committees of the Association,



- c) A visiting committee may, within the framework of the following broad objectives, recommend detailed conditions which shall be fulfilled by a university to qualify for becoming a regular member :
  - i) The university shall be a centre of learning.
  - ii) It shall impart instruction at postgraduate level and conduct research as well as training of a high order.
  - iii) It shall adopt a policy of open door admission to all irrespective of caste, creed or religion subject to public policy of social justice.
  - iv) The Act/Memorandum of Association, Statutes, etc. of the university shall be in conformity with the general principles governing universities etc. both in regard to administration and maintenance of standards and the autonomy for academic purpose.
- d) Where a university is unable to fulfil the conditions for regular membership within the period allowed, the Standing Committee may allow additional time on the merit of the case. Otherwise, membership shall stand automatically terminated.
- e) All actions taken by the Standing Committee during the interim period of the provisional membership of the university shall be reported to the annual meeting for approval.
- f) Where a university has fulfilled all the conditions prescribed above regular membership shall be granted by the Association on the basis of a resolution adopted in a General Body meeting of the Association.
- g) Every 12 years, there shall be a periodic review of the working of every university which is a regular member of the Association by the Standing Committee in a manner to be determined by it. On the basis of the findings of such a review the regular membership of such university may be terminated by a resolution adopted by the Association at its General Body meeting.

### 3. ANNUAL CONTRIBUTION BY MEMBERS

- (a) The Annual Contribution for each year shall be paid in accordance with the following manner and scale :
  - i) Member Universities shall pay their subscription within one month of the beginning of each financial year.
  - ii) The initial payment for a particular year shall be what was paid during the preceding year.

- (b) The rate of membership fee of the Association shall be as prescribed by the Association from time to time.
- (c) If any member university/institute has not paid its dues for the year by the date of the annual General Body meeting of the Association, its representative shall not be eligible to vote or be voted to the office of the President or the Vice-President.
- (d) Membership of a university/institute which has not paid its subscription for two consecutive years may be terminated by the Standing Committee.
- (e) The financial year of the Association shall begin from the 1st of April and end on the 31st of March of the following year.

#### 4. NOMINATION OF REPRESENTATIVES

Each Member University shall be authorised to nominate one representative on the Association. Such representative shall ordinarily be the Vice-Chancellor, or, failing him, a member of the Syndicate/Executive Council of the University concerned nominated by the Vice-Chancellor.

#### 5. MEETINGS OF THE ASSOCIATION

The Association shall meet at least once a year.

- (a) The General Body meetings of the Association shall be of the following categories :
  - i) Annual
  - ii) Special
  - iii) Extraordinary
- (b) The following rules shall be applicable to all General Body meetings of the Association.
  - i) One third of the valid membership shall constitute the quorum.
  - ii) The President or in his absence the Vice-President shall take the chair. In the absence of both, the senior most member present in the house shall take the chair. The business of each meeting shall be transacted in the order of agenda circulated provided a motion for the immediate transaction of urgent business may be made and if such a motion is seconded and carried this rule shall be suspended.
  - iii) The voting, when necessary, will be by show of hand; provided always that the votes on subject may be taken by

ballot on a motion to the effect duly carried or in respect of a subject specifically provided for by these rules.

- iv) The President's decision on the show of hand shall be final unless a division is called for. It shall be open to any member present to call for a division.
- v) When the votes for and against a motion are equal, the President shall have a casting vote.
- vi) It will be open to any member to record his dissent against the majority view.

(c) VENUE OF THE MEETING

- i) The annual General Body meeting shall normally be held at one of the university centres, the venue being ordinarily decided at the preceding meeting of the Association. The annual meeting shall preferably be held early in the calendar year.
- ii) Special General Body meetings of the Association may be convened by the President/Standing Committee at a convenient place, date and time for such purposes as may be deemed necessary. Ordinarily these meetings shall be held at the headquarters of the Association. Except when it is proposed to amend the constitution as laid down under the Rules and Regulations, the requirement of the quorum would be waived at these meetings, though it would be mandatory for the decision(s) to be reported at the next annual General Body meeting of the Association. Only such items would be considered in respect of which notice was given in the first instance.
- iii) Extraordinary General Body meetings may be convened by the President/Standing Committee when called upon to do so by a requisition signed by not less than one-fifth of the total membership. The requisition shall state the special business for which it is desirable that the extraordinary General Body meeting be convened. Such meetings shall be held only at the headquarters of the Association.

(d) NOTICE OF THE MEETINGS

- i) Not less than 8 weeks before the annual meeting, a circular letter giving notice of such a meeting shall be sent by the Secretary to the members and to the Registrar of each constituent university/institution as well as to the special invitees and observers.

- ii) Notice of the date and hour of the special business to be transacted thereat shall be given to the members not less than two weeks before the date of the meeting. No other business other than that included in the notice shall be transacted at such meetings.
- iii) Two weeks notice will be given for convening an extraordinary meeting.

(e) ORDER OF BUSINESS

The order of business at such meetings shall be as follows :

- i) The minutes of the last meeting, if not already circulated, shall be read out and confirmed after correction, if necessary and signed by the President.
- ii) Any member of the Association and any constituent university may propose any motion or topic for discussion which comes within the purview of the Association provided that notice of such motion is sent not less than eight weeks before the date of the annual meeting. The Ministries and Departments of the Central and State Governments and the diplomatic, cultural or educational departments of foreign missions in India may also refer for consideration by the Association such items as they deem desirable.
- iii) Matters of current business and routine shall be disposed off. If any question arises as to whether any particular question is one of current business and routine it shall be decided by the President.
- iv) Reports and communications from the Standing Committee shall be submitted for consideration.
- v) The President shall have the powers, when he considers that the meeting has been unduly prolonged, to order an incomplete business to stand over till the next meeting.
- vi) The order of business will ordinarily be not changed, except with the approval of the house.

6. BUSINESS AT MEETINGS

At the annual meeting of the Association, only the representatives of the universities and the representatives of the Ministries and Departments of the Government, who have given notice of items for consideration shall be present. The members of the Association alone shall have the right of voting.

At the annual meeting, the Association shall consider the items given notice of by members, and by the Ministries and Departments of the Government and other recognised bodies, the annual report, the

audited statement of accounts, the budget estimates for the following financial year and such other subjects as may be brought forward by the Standing Committee or by the President of the Association.

## THE STANDING COMMITTEE

### 7. STANDING COMMITTEE

The business of the Association shall be managed by a Standing Committee which shall frame suitable rules and regulations for the purpose. Those regulations shall come into force as soon as they are made. However they shall be reported at the next Annual General Body meeting of the Association which may affirm, alter or disapprove of them.

### 8. COMPOSITION OF STANDING COMMITTEE

(a) The Standing Committee shall be composed of the following members of the Association :

#### (A) EX-OFFICIO MEMBERS

- i) The President
- ii) The Vice-President
- iii) The immediate past President

#### (B) ZONAL MEMBERS

- i) There shall be four zones, namely, North, South, East and West, and the assignment of institutions to the zones would be made by the Standing Committee.
- ii) There shall be 12 zonal members : three from each of the four zones of the country. Of the three members from each zone, two shall be selected by rotation on the basis of seniority of service of the Vice-Chancellors/Directors and the third on the basis of the seniority of the university/organisation in the zone concerned in a rotational order.

#### *Explanation :*

**Seniority :** The seniority of a member for holding any office in the Association shall be determined by computing the entire duration for which the member has been a Vice-Chancellor/Director provided that during that period the institution concerned has been a member of the Association.

**Institutional seniority :** The seniority of the university shall be determined from the date the said institution became member of the AIU,

## (C) CO-OPTED MEMBERS

- (i) The President will co-opt two members for the duration of his tenure of office.
- (ii) The Standing Committee will co-opt two members for a period of two years.

*Explanations*

- (1) As in the case of the Rajya Sabha, Co-options shall be so arranged that one member shall retire each year and, further more, if any casual vacancy occurs it shall be filled for the residual period only.
  - (2) While co-opting persons on the Standing Committee an attempt will be made to give representation to interests and points of view which are not otherwise represented on the Standing Committee.
- (b) When a Vice-Chancellor becomes a member of the Standing Committee on the basis of the seniority of the university, he can be represented in the meetings of the Standing Committee even by someone other than the Vice-Chancellor himself provided the individual is the Pro-Vice-Chancellor/Rector of the university.
  - (c) Representation on the Standing Committee given to a Vice-Chancellor on the basis of the seniority of the university shall continue to be available to that university for a period of two years from the date it is given and whoever is the Vice-Chancellor will represent that university on the Standing Committee.
  - (d) In case of a vacancy caused by a member having ceased to be a Vice-Chancellor/Director the person next to him on the list of seniority shall *ipso-facto* become a member of the Standing Committee and his tenure of membership shall be for a period of two years from the date that the outgoing member went out of office.
  - (e) If a Vice-Chancellor becomes a member of the Standing Committee on the basis of his individual seniority he shall continue to be a member for full term of two years provided he continues to hold that office. During his tenure if his university becomes entitled to institutional membership the university would have the right deferred till such time as a fresh vacancy arises and instead the next senior most university would earn the membership.
  - (f) Except in the case of the President, the Vice-President, the

immediate past President and co-opted members, no person shall be entitled to be a member of the Standing Committee again unless a period of two years has elapsed from the date he last ceased to be a member.

- (g) Once a Vice-Chancellor becomes a member of the Standing Committee whether in his individual or institutional capacity, his category of membership on the committee will not be changed.
- (h) In case of doubt about the membership in any category, the matter will be referred to by the Secretary to the President and his decision shall be final.

#### 9. TERM OF OFFICE OF MEMBERS OF THE STANDING COMMITTEE

- (i) The term of institutional members shall be reckoned for two years w.e.f. 1st April every alternate year.
- (ii) The term of the President, the Vice-President and the immediate past President shall be one year.

#### 10. MEETINGS OF THE STANDING COMMITTEE

- (A) (i) The Standing Committee will ordinarily meet in the first half of April, August and November. In addition, the Standing Committee will also meet a day in advance of the Annual Meeting of the Association.
- (ii) Extraordinary meeting of the Standing Committee may be called by the President to transact urgent business at 7 day's notice.
- (iii) A requisitioned meeting of the Standing Committee shall be held within two weeks, on receipt of a requisition signed by at least five members of the Standing Committee stating the business for which the meeting is requisitioned.

The time, date and place of such meetings shall be fixed by the Secretary in consultation with the President.

#### (B) NOTICE OF THE MEETING

- (i) Ordinarily three weeks notice of the meeting shall be given by the Secretary to all members. The agenda will be circulated at least 7 days before the meeting.
- (ii) In emergency cases, a shorter notice shall be allowed at the discretion of the President but in no case it shall be less than 7 days.
- (iii) A notice may be served on a member either personally through an employee of the Association or by post under certificate of posting.

**(C) QUORUM**

- (i) The quorum of the meeting will be seven.
- (ii) If a meeting of the Standing Committee is adjourned for want of quorum, the Standing Committee shall meet at the same place on the same day half an hour afterwards or as announced by the President and shall transact only the business on the agenda of the adjourned meeting. This shall not apply in the case of the requisitioned meeting which shall not be held if there is no quorum.

**11. FUNCTIONS OF THE STANDING COMMITTEE**

- (i) The Standing Committee shall be the Executive Body of the Association. It shall exercise all powers which are not specifically reserved for the General Body and shall be the final authority for taking decisions in regard to them.
- (ii) However issues which have a bearing on educational policies as and when decided by the Standing Committee would be reported to the General Body. The Standing Committee itself will decide which issues have policy implications. If sometimes the Standing Committee omits to do so, a decision regarding this matter should be taken by the President/Secretary and the matter reported to the Standing Committee.
- (iii) The Standing Committee shall conduct periodic review of the working of its member organisations with a view to assisting them in maintaining and improving the academic standards.
- (iv) The Standing Committee shall present to the Association each year the annual report, the audited statement of accounts of the Association and the budget estimates of the following financial year.
- (v) The agenda for the annual meeting shall be prepared by the Secretary under the directions of the President/Standing Committee.
- (vi) The Standing Committee shall see that action is taken on all resolutions adopted by the Association.
- (vii) The Standing Committee shall regulate its own business and shall frame suitable rules and regulations towards that end.
- (viii) Once in every year, on or before the fourteenth day succeeding the day on which the annual meeting of the Association is held, a list shall be filed with the Registrar of Societies/Joint Stock Companies of the names, addresses and occupations of the members of the Standing Committee.



## 12. SUB-COMMITTEES OF THE STANDING COMMITTEE

The Standing Committee shall appoint the following sub-committees and delegate to them such of its powers and functions as it deems fit.

- (i) Finance Committee
  - (ii) Equivalence Committee
  - (iii) Research Committee
  - (iv) Sports Committee
  - (v) Cultural Committee
- (i) The Finance Committee shall consist of the President, the Vice-President and the immediate past President and failing him a nominee of the Standing Committee.
  - (ii) The Equivalence Committee shall consist of four members, two from the science/technology stream and two from the humanities/social sciences stream, nominated by the Standing Committee from amongst its members.
  - (iii) The Research Committee shall consist of three members of the Standing Committee and two members from outside.
  - (iv) The Sports Committee shall consist of 12 Vice-Chancellors on the Standing Committee, 3 from each zone. In addition, 4 sports officers (1 from each zone) will be co-opted by the President on the recommendation of the Secretary.
  - (v) The Cultural Committee shall consist of 4 members of the Standing Committee, one drawn from each zone and four persons from outside nominated for special knowledge and competence.

Each of these committees shall have a tenure of 2 years reckoned from April 1, 1980.

- (vi) The Standing Committee may constitute such other ad hoc committees for its convenience and assign to them such of its functions as it may deem fit.
- (vii) The Standing Committee may co-opt any person(s) for any of the sub-committees from outside its own ranks as well.

## 13. FINANCES OF THE ASSOCIATION

The Standing Committee shall scrutinise the items of income and expenditure and shall be responsible for the submission of the budget to the Association. A statement of the accounts shall be audited by the auditors appointed by the Association and the audit report with a report of the Standing Committee for ~~the~~ ~~the~~ shall be presented to the Association at its annual meeting.

#### 14. FRAMING OF BYE-LAWS

The Standing Committee shall have the power to frame such bye-laws as it may deem necessary for regulating the procedure of the office and for conducting its own business.

#### 15. ALTERATION, EXTENSION OR ABRIDGEMENT OF THE PURPOSES OF THE ASSOCIATION

Whenever it shall appear to the Standing Committee that it is advisable to alter, extend or abridge any purpose or purposes of the Association or to amalgamate the Association wholly or partially with any other body or institution or organization, the Standing Committee may submit the proposition to the members of the Association in a written or printed report, and may convene a special meeting for the consideration thereof according to the regulations of the Association, but no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the Association at least ten days previous to the special meeting convened by the Standing Committee for the consideration thereof, not unless such proposition shall have been agreed to by the votes of three-fifths of the members delivered in person or by proxy, and confirmed by the votes of three-fifths of the members present at a second special meeting convened by the Standing Committee at an interval of one month after the former meeting.

#### 16. PROVISION FOR DISSOLUTION OF THE ASSOCIATION AND ADJUSTMENT OF ITS AFFAIRS

Any number not less than three-fifths of the members of the Association may, by their votes delivered in person, or by proxy, at a general meeting convened for the purpose, determine that it shall be dissolved, and thereupon, it shall be dissolved forthwith, or at the time then agreed upon and all necessary steps shall be taken for the disposal and settlement of the property of the Association, its claims and liabilities, according to the rules of the Association applicable thereto, if any and, if not, then as the Standing Committee shall find expedient provided that, in the event of any dispute arising among the Standing Committee or the members of the Association, the adjustment of its affairs shall be referred to the Principal Court of original Civil Jurisdiction of the district in which the chief building of the Association is situated; and the Court shall make such order in the matter as it shall deem requisite.

Provided that whenever the Government is a member of, or a contributor to, or otherwise interested in, the Association shall not be dissolved without the consent of the Government.

**17. UPON DISSOLUTION NO MEMBER TO RECEIVE PROFIT**

If upon the dissolution of the Association there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Association or any of them, but shall be given to some other body or institution or organization, to be determined by the votes of not less than three-fifths of the members present personally or by proxy at the time of dissolution, or, in default thereof, by such Court as aforesaid.

**18. DISQUALIFIED MEMBER**

A member of the Association shall be a person or body or an institution or an organization which, having been admitted to the Association according to the rules and regulations thereof, shall have paid a subscription, or shall have signed the roll or list of members thereof, and shall not have resigned in accordance with such rules and regulations; but in all proceedings of the Association no person, or a representative of a body or an institution or an organization, shall be entitled to vote or be counted as a member whose subscription at the time shall have been in arrear for a period exceeding three months.

**19. ACTION IN EMERGENCY**

In the event of emergency, the Standing Committee shall take such action as may be necessary and make a report of the action taken to the Association at its next annual meeting.

**OFFICERS****20. PRESIDENT, TERM OF OFFICE**

The seniormost member of the Association shall be its President. He shall hold office for a period of one year from the date he assumes office. Should he resign or retire at any time, the Vice-President shall automatically become the President and hold office for a period of one year with effect from the date he takes over.

**21. PRESIDENT—POWERS AND FUNCTIONS**

- (i) The President shall be the head of the Association and shall be a member of all committees established by the Association/ Standing Committee and shall preside at each one of them.
- (ii) In his capacity as the President he would ensure that the work of the Association is carried on as per decisions taken by the various bodies and in accordance with the rules and regulations of the Association.
- (iii) In case of any ambiguity as to the interpretations of rules and regulations, the President's interpretation shall hold until the next meeting of the Standing Committee which body shall discuss and finally determine the interpretation.

- (iv) In addition to his vote as a member, the President shall have a casting vote in case of equality of votes.
- (v) The President's power to sanction expenditure would be as per schedules laid down in the office manual.
- (vi) The power of the President regarding the appointment of the ministerial staff would be as laid down in the office manual.

## 22. VICE-PRESIDENT

- (i) The seniormost member (in terms of rotation) after the President would be designated as the Vice-President. He would be so designated for a period of one year unless he meanwhile becomes the President. In the absence of the President he would exercise all the powers of the President.
- (ii) In case the President is unable to exercise the executive powers vested in him, he shall delegate these powers to the Vice-President. Should the Vice-President also be not available, these powers would be delegated to the person(s) next in order of seniority.

## 23. SECRETARY

- (i) The Secretary shall be the principal executive officer of the Association. He shall be engaged on a whole-time basis and his appointment would be made by the Association. He would be required to implement the policies and programmes laid down by the Association and for this purpose he shall work under the general direction of the President and the Standing Committee.
- (ii) The tenure of office of the Secretary shall be limited to 5 years in the first instance but the same individual shall be eligible for re-appointment for another term/terms as may be decided by the Standing Committee. In the event of his being re-appointed for an additional term his service from the date of his first appointment shall qualify for Provident Fund/Gratuity and all other benefits as may be admissible to the employees of the Association from time to time.
- (iii) Interim vacancies in the office of the Secretary shall be filled by the Standing Committee and a report made to the Association at its next annual meeting. Such appointment shall be for a period not exceeding one year.
- (iv) a) The Secretary shall cease to hold office after the completion of 15 years of service or his attaining the age of 60 years, whichever is earlier.

- b) For discontinuance of service six months prior notice shall be given by either party. In exceptional cases, it may be waived, however.
- (v) The Secretary shall be an educationist of eminence with some administrative experience. He would have considerable measure of autonomy in the discharge of his duties. His scale of pay and other allowances shall be as prescribed by the Association from time to time.
- (vi) The Secretary shall devote his whole time to the duties of his office and shall not absent himself from his duties without the permission of the Standing Committee.
- (vii) It shall be the duty of the Secretary to be the custodian of the records and the property of the Association, to act as Secretary of the Standing Committee, the Sports Board, or other committees the Association/Standing Committee may constitute, and shall attend all meetings, participate in all deliberations and record the minutes thereof, to conduct official correspondence of the Association and other bodies, to issue notices convening the meetings of the various bodies, and to perform such other work as may be entrusted to him by the Association or by the Standing Committee.
- (viii) He shall bring any matter which he considers necessary in the interest of the Association to the notice of the Standing Committee/Association for guidance and decision.
- (ix) The Secretary shall be governed as regards leave, provident fund, gratuity and such other privileges due to him by the rules of the Association and the authority for dealing with these issues would be with the Standing Committee.
- (x) The Secretary shall be Treasurer of the Association, and shall maintain accurate accounts of the Association, shall receive monies on behalf of the Association, and disburse monies on behalf of the Association after obtaining appropriate sanction.

## 24. VALIDATION OF PROCEEDINGS OF MEETINGS

Any inadvertant omission to give notice or non-receipt or late receipt by any member shall not invalidate the proceedings of the meeting.

## 25. BUSINESS BY CIRCULATION

Any business which it may be necessary to perform and cannot wait consideration by the body before whom it would have been placed in the

ordinary course may, at the instance of the President, be transacted by a resolution in writing circulated amongst all the members of such a body. The resolution so circulated and approved by a majority of the members of such body shall be effective and binding as if such a resolution had been passed at a meeting of the said body provided that it shall again be placed for ratification at the next meeting of that body.

## 26. SUITS BY AND AGAINST THE ASSOCIATION

The Association may sue or be sued in the name of the Secretary of the Association.

## 27. CONTRACTS AND AGREEMENTS

All contracts and agreements for and on behalf of the Association be signed and executed by the Secretary of the Association.

## 28. ANNUAL LIST OF THE MANAGING BODY TO BE FILED

Once a year before the fourteenth day succeeding the day on which the annual general meeting of the Association is held, a list shall be filed with the Registrar of Joint Stock Companies/Societies of the names, addresses and occupations of the members of the Standing Committee then entrusted with the management of the affairs of the Association.

ALL THE PROVISIONS OF THE SOCIETIES REGISTRATION ACT XXI OF 1850 (PUNJAB AMENDMENT) ACT, 1957 AS EXTENDED TO THE UNION TERRITORY OF DELHI WILL APPLY TO THIS ASSOCIATION.